

# Graphics Specialist



**Job Code:** 2095  
**Grade:** 128  
**Reports to:** Director of Community & Public Relations  
**Salary Range:** \$48,970 - \$75,046  
**FLSA Status:** Exempt

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## **GENERAL STATEMENT OF DUTIES**

Performs highly responsible, advanced technical work in the preparation of written and graphic/desktop publishing planning materials and publications; does related work as required.

## **DISTINGUISHING FEATURES OF THE CLASS**

An employee in this classification is responsible for the coordination and development of graphic pamphlets, documents, forms, and various publications. Work is of a highly specialized nature requiring advanced technical ability in the coordination of developing and creating related graphics projects. As technical graphics expert, work at this level requires the exercise of a high degree of independent judgment and initiative and is reviewed through conferences, reports, and evaluation of results obtained. Supervision is exercised over office support staff.

## **ESSENTIAL FUNCTIONS**

Operating computer graphics/desktop publishing equipment; producing books, reports, charts, graphs, and drawings; preparing visual aids; supervising office staff; overseeing permit process; preparing and maintaining files and records.

## **EXAMPLES OF WORK**

- Consults with staff to determine graphic needs.
- Plans and formats final project; prepares and edits text.
- Produces documents, books, reports, brochures, fliers, newsletters, and other publications.
- Prepares charts, graphs, and visual aides.
- Evaluates needs for and content of individual publications.
- Establishes guidelines, schedules, and assigns tasks.
- Reviews publication budgets, determines prices, advises on distribution.
- Secures, maintains, and operates graphics tools and equipment.
- Directs and supervises the work of permit office staff.
- Oversees the preparation and maintenance of office records and files.
- Performs related tasks as required.

## **REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES**

Thorough knowledge of the operation and maintenance of desktop publishing/computer graphics equipment and systems; thorough knowledge of office terminology, procedures, and equipment; ability to establish and maintain effective working relationships with associates; ability to plan and supervise the work of others; ability to operate standard office, data entry, word processing, and computer graphics equipment.

## **MINIMUM EDUCATION AND EXPERIENCE**

Graduation from an accredited college or university with an Associate's Degree in Graphics, Fine Art, or related field. Two (2) years of progressively responsible experience in graphics or design and some experience in a planning or permitting operation; or any equivalent combination of education, training, and experience.

**WORK CONDITIONS**

- Sedentary work requiring the exertion of up to 10 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.
- Work requires stooping, reaching, standing, walking, lifting, fingering, grasping, and repetitive motions.
- Vocal communication is required for expressing or exchanging ideas by means of the spoken word.
- Hearing is required to perceive information at normal spoken word levels.
- Visual acuity is required for depth perception, color perception, preparing and analyzing written or computer data, use of measuring devices, operation of machines, determining the accuracy and thoroughness of work, and observing general surroundings and activities.
- The worker is not subject to adverse environmental conditions.

This is a class specification and not an individualized job description. A class specification defines the general character and scope of duties and responsibilities of all positions in a job classification. The list of essential functions/examples of work, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

The City of Gaithersburg is an Equal Opportunity Employer. In compliance with Equal Employment Opportunity guidelines and the Americans with Disabilities Act, the City of Gaithersburg provides reasonable accommodation to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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